



CIRCULAR MEMORANDUM NO. 27 OF 2026

MY REF: STAFF/GEN/2/10/26 (10) Vol. XI

FROM: Chief Executive Officer, Ministry of the Public Service and Disaster Risk Management

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – ONE (1) POST OF NETWORK ADMINISTRATOR I
– CENTRAL INFORMATION TECHNOLOGY OFFICE (CITO),
MINISTRY OF FINANCE – BELMOPAN**

DATE: 21st April 2026

Applications are invited from suitably qualified applicants to fill one (1) post of **NETWORK ADMINISTRATOR I**, Central Information Technology Office (CITO), Ministry of Finance, from across the country of Belize.

BASIC PURPOSE OF POSITION:

Responsible for the end-to-end administration and support of the organization's network environment, including network services supporting servers and desktop systems, communications hardware/software, and associated office systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **PLAN** and coordinate installation of in-house and remote network hardware and software across the organization's network.
2. **DESIGN** and implement short and long-term strategic plans to make certain network capacity meets existing and future requirements.
3. **IMPLEMENT** established network policies, procedures, and training plans for network resource administration and use.
4. **IMPLEMENT** methodologies for testing network performance and provide performance metrics and reports to inform decision-making.
5. **MANAGE** and ensure optimal operation of all network hardware and equipment, including routers, switches, firewalls, UPSs, and standby generators
6. **MANAGE** and ensure the effectiveness of network security solutions on premises and in the cloud
7. **RESEARCH** and recommend network products, services, protocols, and standards to guide network procurement, development, and implementation activities.
8. **ASSIST** in negotiations with vendors, outsourcers, and contractors to secure network products and services.
9. **ASSESS** and/or administer all network equipment, including performing related hardware and software upgrades when necessary.

10. IMPLEMENT approved test plans to ensure network recoverability in the event of network loss, ensuring built-in network redundancy to support business continuity and disaster recovery.
11. ESTABLISH and maintain regular written and in-person communications with the section head, top management, and end users regarding pertinent network activities.
12. PRACTICE network asset management, including maintenance of network component inventory and related documentation.
13. DEFINE and document network infrastructure and configurations.
14. ENSURING that the IT infrastructure and applications supported are available 24/7.
15. MONITORING security threats.

QUALIFICATIONS:

Essential: Bachelor's Degree in Computer Science or Information Technology or related field with 3-5 years of relevant network administration experience.

Experience:

1. Demonstrable experience managing and configuring enterprise-wide LANs, WANs, Enterprise wireless networks, VPNs, etc.
2. Demonstrable experience in QoS requirements for isochronous and asynchronous applications
- III. Demonstrable knowledge of the OSI Model
3. Layer 2 label-switching (MPSL), SDWAN, BGP would be an asset
4. Supervising capabilities would be a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive knowledge of legacy and current technologies in information systems.
2. Exceptional technical knowledge of computer networks and innovations in the related field.
3. Hands-on experience installing and troubleshooting networking equipment.
4. Excellent knowledge of networking topologies, protocols and standards and telecommunication principles, used for improving network deployment, administration, and security.
5. Experience and knowledge of installing structured network cabling and patching according to ANSI/TIA standards.
6. Able to conduct research into networking issues and products as required.
7. Good understanding of the department's goals and objectives.

WORK CONDITIONS: *(physical demands, job hazards, pressures)*

1. Available to work on weekends and holidays as required
2. Flexible working hours

REPORTING RESPONSIBILITY:

The Network Administrator I will report to the Lead Network Administrator

CONDITIONS OF SERVICE:

The Conditions of Service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Store Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

SALARY:

Government of Belize pay scale 21 of \$39,821 x 1,718 - \$72,463 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, qualifications, at least two references and a valid police report through the Job Search and Employment Application Website at <https://jobs.publicservice.gov.bz/> no later than **8th May 2026**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, PSU
President, APSSM
GEN/4/01/01